

City of Greenville and Greenville Utilities Commission

Joint Standard Operating Procedure

Energy Conservation Strategy

E-300 Incentive Rebate

May 19, 2010

1. Purpose: This policy establishes the procedures the City of Greenville, Greenville Utilities Commission, and builders will follow to qualify a new home for the City's E-300 Rebate Program.
2. Intent: For a house to qualify for the E-300 incentive rebate, it must meet one of the established tiers of the program as established by City of Greenville (COG) and Greenville Utilities Commission (GUC) and must have a Certificate of Occupancy (CO) from the City's Building Inspections Division.
3. Procedures:
  - a. Builder E-300 Incentive Program Request and Approval Procedures:
    - i. Prior to construction, a builder must notify GUC in writing that they intend to participate in the E-300 Incentive Program for a new home that is planned. Builders will provide a copy of the letter to Public Works. In the letter, the builder must identify the address of the proposed building and the E-300 tier level that is being attempted.
    - ii. GUC's Energy Services Office will review the plans for that building against the prescriptive requirements for that tier. GUC will provide the builder an initial call on the capabilities of the proposed house to meet the targeted tier.
    - iii. During the construction process, both the City's Building Inspections Division (Building Code) and GUC (Energy Efficiency) inspect the property.
    - iv. At the end of the construction process, the builder will request GUC perform an in-depth final inspection of the house.

- v. GUC will complete the final inspection of the house. Based on the final inspection of the house, GUC will identify which E-300 tier the house has met and provide a validation letter to the City's Building Inspections Division and to the builder. Once the builder has obtained a Certificate of Occupancy (CO), the Building Inspections Division will forward the letter to the Public Works Department (PWD) attention: E-300 Rebate Program Manager for Processing.
- vi. Depending on availability of funds, PWD will request the City's Financial Services Department issue a payment (Check or Funds Transfer) to the builder for the authorized E-300 incentive. If funds are not available, PWD will notify the builder and a rebate will not be authorized. Additionally, if funds are available, the builder will be provided a letter identifying the purchaser's rebate and the date of expiration of the rebate. The purchaser's rebate expires one (1) year after the date on the notification letter except the one (1) year will be reduced as the grant program nears its conclusion. All purchasers' rebates are subject to the availability of funds. Builders must confirm availability of funds prior to including the rebate in any negotiations to purchase the property. Purchasers' rebate will be provided only to the purchaser. Purchaser is required to provide a copy of the HUD 1 form and the deed to claim the purchaser's rebate.

b. General:

- i. GUC and PWD will use one tracking form system to maintain the status of the property as it proceeds through the Incentive Program system.
- ii. PWD will retain the complete file of the program for audit purposes. GUC will maintain E-300 history for their files.

c. GUC Tasks:

- i. Upon notification of intent from builder, will fill out columns of the tracking form and provide a copy of the form weekly to Public Works.
- ii. Enter results of final testing in the appropriate column.
- iii. Complete and send the notification letter to the builder and the letter to the City's Building Inspections Division.

d. Building Inspections Division Tasks:

- i. Fill out CO information

e. Administrative Tasks:

- i. File documentation by log number
- ii. Submit payment request to City's Financial Services Department
- iii. Store files for seven (7) years or as directed.
- iv. Request reimbursement from the Grant through the ASAP
- v. Report the information to US DOE's PAGE system

f. Financial Services Department Tasks:

- i. Finance pays
- ii. Reports the data to OMB

Wesley B Anderson  
Director of Public Works  
City of Greenville

Andy Yakim

Annexes:

A - E-300 Rebate

B - Tracking System

C - GUC Verification Letter to Builder

D - GUC Verification Letter to Public Works

E - Builder Notification Letter

F - Public Works Commitment Letter

Annex C - Sample GUC Verification Letter to Builder

XXXXXX

XXXXXX

Greenville, NC

Subject: E-300 Incentive Program Verification for (enter address)

GUC has completed all inspections and tests on your property at (enter address). This property meets the E-300 Incentive Program Tier (enter level). Per the City's standard operating procedures, I am sending a verification letter on this property to the City's Building Inspections Division. No further action can be taken on the award of this incentive until the Inspections Division has issued a Certificate of Occupancy (CO) for the house.

All questions on the status of the CO should be directed to the Building Inspections Division. Any questions on payment of authorized incentive should be directed to the Public Works Department.

Andy Yakim

Annex D - Sample GUC Verification Letter to Public Works

To: Building Inspections Division, Public Works, Greenville, NC

Subject: Verification of E-300 Incentive Program results for the property at (enter address), log # (XXXXXX)

GUC has completed its inspections and testing on the property at (enter address) on (enter date). The house has been determined to meet the requirements of Tier (Enter number).

Andy Yakim  
GUC Signature

To: Public Works

Subject: Verification of E-300 Incentive Program results for the property at (enter address), log # (XXXXXX)

Inspections Division has completed its inspection of the property. A Certificate of Occupancy was issued on (enter date).

Building Inspections Signature

## Annex E - Sample Builder Notification Letter

Builder

Builder Address

Subject: Notification of Incentive Program Rebate for the Property at (enter address)

Your property at (enter address) meets the requirements of Tier (enter level) of the City's E-300 Incentive Program. Energy Grant funds are available, and your incentive payment of \$ (enter number) for meeting Tier (enter number) standards has been sent to finance for payment.

Additionally, a purchaser of the property, if purchased within one year from the date of this notice, is eligible for a \$ (enter address) incentive subject to the availability of funds.

The builder must call the Public Works Department and provide a copy of the purchase contract to confirm present status of available funding. Public Works will then send a commitment letter and reserve the funds for XX Days.

Wesley B. Anderson

Annex F - Public Works Commitment Letter

Builder

Builder Address

Subject: Notification of Incentive Program Rebate for the Property at (enter address)

Your property at (enter address) meets the requirements of Tier (enter level) of the City's E-300 Incentive Program. Energy Grant funds are available, and your incentive payment of \$ (enter number) for meeting Tier (enter number) standards has been sent to finance for payment.

Additionally, a purchaser of the property, if purchased within one year from the date of this notice, is eligible for a \$ (enter address) incentive subject to the availability of funds.

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